



Personnel Manning Report





Personnel Manning Report (PERSMAR)

REFERENCE

- COMFLTFORCOM/COMNAVPERSCOMINST 1300.1

PURPOSE: To enhance the enlisted personnel readiness of deploying surface and aviation units and to keep the operational and administrative commanders advised of manning shortfalls and actions being taken to resolve them.



ESF/CSG/ESG/ARG PERSMAR Timeline

- 13 to 14 months prior
 - PERS-4013 provides EDVR scrub
- ~12 months prior (as ship's schedule permits)
 - Command reps attend enlisted manning management training for deploying commands at NPC
 - Command submits initial PERSMAR
 - 11 months prior
 - PERS-4013 provides PERSMAR response
- 6 months prior
 - Command submits PERSMAR SITREP
- Inside 6 months
 - EMIR submissions for unplanned losses
 - OPHOLD submissions



PERSMAR REQUIREMENTS

- Required for all mobile operating forces under COMFLTFORCOM scheduled for extended deployment of 120 days or more
- TYCOMS may require submission of a modified PERSMAR from Sea OP dets, aviation squadrons, and for ships homeported overseas.



PERSMAR SYSTEM

- Provides a format for a standardized command personnel management action plan
- PERS-4013 provides an EDVR scrub 30-60 days prior to the units' initial PERSMAR due date. One is also provided on a bi-annual basis.



PERSMAR SUBMISSION SCHEDULE

INITIAL REPORT – Twelve months prior to deployment

SITREP ONE/FINAL – Six months prior to deployment



INITIAL PERSMAR

- Corrective actions on expired prospective gains and losses (PGs and PLs)
- Reenlistment intentions of personnel with EAOSs between 2 months prior and 2 months after deployment\
- Unit's review of onboard Sailors' PRDs and EAOSs for accuracy (NAVADMIN 361/12, MILPERSMAN 1306-104)
- Unit's review of NEC and DNEC assignments

Do not include any portion of SSNs in message



INITIAL PERSMAR

- Changes to NEC requirements due to installation/removal of equipment onboard
- List of NEC shortages and Unit's action to alleviate NEC shortages
- Info on Leadership Flags addressed in PERS-4013's EDVR scrub message
- Berthing status, especially for females

Do not include any portion of SSNs in message



INITIAL PERSMAR RESPONSE

- Squadron/Ship responses are normally sent within 15 working days
- Carrier responses are normally sent within 21 working days
- All PRD/NEC correction recommendations will be reviewed and adjustments made as necessary
- PERS-4013 will respond to **ALL** actions addressed in the message



PERSMAR SITREP

Unit should:

- Identify personnel shortages below NMP by rate or NEC that are **CRITICAL** to deployment
- Identify personnel being CONSIDERED for OPHOLD
- List status of actions included in initial PERSMAR
- List Unit's actions to fill NEC manning deficiencies
- Include updated berthing information, including possible berthing problems

Do not include any portion of SSNs in message



PERSMAR SITREP RESPONSE

PERS-4013 will:

- Attempt to locate fills for critical needs
- Respond specifically to each query and/or comment
- Include additional comments as necessary